



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.
PARKER, ARIZONA 85344
(928) 669-1320 • Fax (928) 669-5263
Eldred Enas, Chairman

VACANCY ANNOUNCEMENT

SEPTEMBER 11, 2012

#96-12

DEPARTMENT: BIG RIVER DEVELOPMENT ENTERPRISES

POSITION: OFFICE ASSOCIATE

LOCATION: BIG RIVER DEVELOPMENT OFFICE, BIG RIVER, CA

REPORTS TO: BIG RIVER DEVELOPMENT ADMINISTRATOR/ENTERPRISES
MANAGER

PAY RATE: \$8.00

CLOSING DATE: OPEN UNTIL FILLED

PRIMARY DUTIES AND RESPONSIBILITIES:

- Performs customer service functions including providing information regarding status of lease and water accounts, collections, prepare payment arrangements and responding to other routine customer inquiries.
- Assist with the maintenance of the computerized system of record and permanent history of each account.
- Handling all incoming/outgoing correspondence and maintaining files that pertain to the water company.
- Responsible for daily log of water system work orders and processing work orders that are completed.
- Prepare, process, and maintain monthly water delinquent accounts.
- General office duties such as typing, filing, answering telephones for the Enterprises.
- Aid in the preparation of the Big River Development Enterprises Board of Directors.
- Follow through and complete all other duties and/or projects as assigned by the office supervisor and Enterprise manager.
- Able to work independently and as a team player.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Must have a high school diploma or G.E.D.
- Must have valid driver's license and reliable transportation.
- Must have general office working knowledge such as computer skills, copy machine, 10 key calculator, and able to use fax machine.

- Must have knowledge of Windows 95 and Microsoft Office programs.

PHYSICAL REQUIREMENT:

- Must be able to work 40 hours per week. Work hours will be 8:00 a.m. through 5:00 p.m.

APPLY:

**C.R.I.T. HUMAN RESOURCES DEPARTMENT
26600 MOHAVE ROAD
PARKER, AZ 85344**

FOR EMPLOYMENT APPLICATION VISIT: [HTTP://crit-nsn.gov](http://crit-nsn.gov)

INDIAN PREFERENCE:

The Colorado River Indian Tribes does not discriminate against employees or applicants based upon race, color, sex or national origin. However, to the extent permissible under Sections 701(b) and 703(1) of the Title VII of the Civil Rights Act, the Tribe does apply a hiring preference to enrolled members of federally recognized Indian tribes.

CRIT OFFERS:

Health and life insurance, pension plan, paid holidays, sick and annual leave
Pre-employment drug screening is required.